

Reach for Your Career

TRiO Student Support Services

D-124

718.368.5280

What are your skills, interests, abilities?



En Route to Employment

- Are you looking for
 - any job to earn money?
 - a job which aligns with your major?
 - a job which loosely aligns and may prepare you for work in your major, such as working in stores to get customer service experience - good for human services, criminal justice, culinary arts, and other majors
 - an internship (no pay) for experience in your major?
 - a job where you work mainly indoors or outdoors?
 - a job where you mostly work with people?
 - a job where you mostly work with things?



Two employment offices at KCC

Have you visited the

- Career Development in Suite C-102, x5115?
For all KCC students
Take a career test to identify your interests, abilities, and preferences
See career flyers on the table near the office
- LEADS - Linking Employment, Academics, and Disability Services
(Nick Giampetruzzi) in D-222, x5161?
For students with a documented disability, Access-Ability in D-205 can assist with obtaining documentation

Résumé - the ticket for an interview

Résumés will get you an interview; a good interview will lead to a job offer

- A résumé is a summary of what you can offer an employer. It not about what you want. See "Cover Letter" for identifying your objectives
- Start with a summary of who you are and what you have done. See examples on page/slide #8
- List employers in reverse alphabetical order, cite your functions and results, if possible
- Include your most recent education (KCC). Do not include high-school information
- At the bottom, include special skills such as bi-lingual proficiencies (reference the language), technology competencies, etc.
- The career office may prepare your résumé differently. Follow their advice
- Note: Your résumé should be one page; you may have to tweak it to match job requirements; discuss with LEADS if disability should be referenced; The career offices will help you prepare a good résumé

Cover Letter

- A cover letter should accompany your résumé and re-state your interest in the job
- Highlight what you want the employer to know about your experiences and your objectives – omit your objectives on the résumé
- Cover letters provide the opportunity to make connections which may not be made by prospective employers. For example, customer service experience in stores should be highlighted for positions requiring engagements with the public, say at banks, schools, and hospitals; see bullet #3 on page/slide #2.
- A cover letter should not be more than three paragraphs
- The contact information on your cover letter and résumé should be the same. Make sure that 1) your phone works, 2) your outgoing message is clear, simple, and professional 3) same with your e-mail address.

The Interview

- Dress & groom appropriately. Never wear jeans or sandals
- Research and know important facts about the employer
- Let the interviewer take the lead, be pleasant, smile
- Present yourself as a candidate who has something to offer and to learn
- Do not 1) make unnecessary comments, 2) come too early, 3) be late, 4) eat or drink at the interview
- Admit when you do not know an answer
- Do not ask about benefits at the first interview
- Thank the interviewer for his/her time

Employers hire people with whom they feel comfortable.

Engage without being overwhelming. Practice with a friend.

Interview even if you are not interested in the job.

Post-Interview

- Write a formal thank you e-mail or letter to the interviewer, even if you do not want the job
- Interested? Include what you learned about the job and how you can assist the employer with the referenced tasks
- Employers want to know if you can do the job, want to do the job, and will mesh with the culture
- Disappointed? Try again with another employer if you do not get hired
- Nobody gets every job for which he/she applies!

Sample Summaries / Résumés

Sample Summary #1:

Emerging professional in Human Services. Interned at New Horizons which specializes in assisting children with disabilities. Coordinated social events, group activities, and performing arts classes. Helped to increase the client base by 15%.

Sample Summary #2:

Experienced culinary arts professional, specializing in making cakes. Worked for three bakeries and created specialized birthday cakes which improved sales by 20%

Summaries do not reference your objectives. Include objectives in your cover letter. These summaries include results, but not all summaries can do so. That is OK.

Tips for interviews

When the employer asks if you have questions, how should you respond?

If appropriate, you can ask or say:

What is the first thing which needs to be addressed?

or

I remain interested in this job because _____ (state your strengths) and hope that you will consider my candidacy. Repeat your strengths in your *thank you* letter.

or

This job sounds like a wonderful opportunity where I can apply my experiences, serve you well, and learn. Repeat in your *thank you* letter.

or????

Check out books by Kate Wendleton who writes about all aspects of job search

Tracking my progress

Name of Employer

Date of

- first contact - e-mail, sent résumé, other
- response
- outcome
- interview
- outcome
- first day on the job
- Keep a journal. Cite what you like/dislike about the job, issues, mistakes you made and how you addressed them